



## Application for Certified Copy of Cabell County Vital Records

MAKING A FALSE STATEMENT FOR A VITAL RECORD IS A FELONY UNDER STATE/FEDERAL LAW

The following pertains to information that would be found on the certificate being requested.

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**Birth Certificate Request:**                      Number of Copies \_\_\_\_\_

**Full Name at Birth:**

**Date of Birth:**

\_\_\_\_\_  
First                      Middle                      Last

\_\_\_\_\_  
Month/Day/Year

**Mother's Maiden Name:**

**Father's Name:**

\_\_\_\_\_  
First                      Middle                      Last

\_\_\_\_\_  
First                      Middle                      Last

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**Death Certificate Request:**                      Number of Copies \_\_\_\_\_

**Full Name of Deceased:**

**Date of Death:**

\_\_\_\_\_  
First                      Middle                      Last

\_\_\_\_\_  
Month/Day/Year

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**Marriage Certificate Request:**                      Number of Copies \_\_\_\_\_

**Full Names of Married Couple:**

**Date of Marriage:**

\_\_\_\_\_  
First                      Middle                      Last

\_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
First                      Middle                      Last

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**Requestor's Relationship: (Circle One)**

My Own

Child/Grandchild

Spouse

Brother/Sister

Guardian or Authorized Agent

Parent/Grandparent

I HEREBY CERTIFY THAT ALL THE ABOVE INFORMATION GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

**Instructions for online Vitals Request:**

- Birth records are confidential and not open to the general public, except for those that are at least 100 years old. Who is entitled to obtain records:
  - You if you are 18 years of age or older, or an emancipated minor, in which a court order would be required
  - Parents/grandparents
  - Adult children/grandchildren
  - Adult siblings
  - Spouse
  - Legal guardians or legal representatives (proof of legal guardianship/representation also required)

Proof of relationship may also be required.

**All requests must be accompanied by a copy of your valid ID.**

- Birth, Death and Marriage Certificates are all \$5.00 each. Make sure to enclose \$5.00 per requested copy.
- Please send a self-addressed stamped envelope for the certificates to be mailed to you.
- Send back page 1 and 2 of the application with your money and envelope to our office. We will process as quickly as possible.
- If you have any questions, please call 304-526-8631.
  
- Please indicate the address you wish the certificate(s) mailed to in the box below –  
**PLEASE PRINT CLEARLY**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

- Send Completed Application to: *Scott Caserta, Cabell County Clerk*  
*750 5<sup>th</sup> Ave- Suite 108*  
*Huntington, WV 25701*
  
- Requesting \_\_\_\_\_ number of copies at \$5.00 each and enclosing \$\_\_\_\_\_.  
Please send check or money order payable to Cabell County Clerk.  
We ask that you do not send cash.